

GENERAL COUNSEL EXHIBITS 420 - 421

EXHIBIT NOT SUBMITTED

GENERAL COUNSEL 's Exhibit No. 420

Case Name DHSC ☒ Identified
Docket No. 08-CA-117890 ☐ Received
Date 3-07-17 ☐ Rejected

This exhibit is not being submitted with this case because it was:

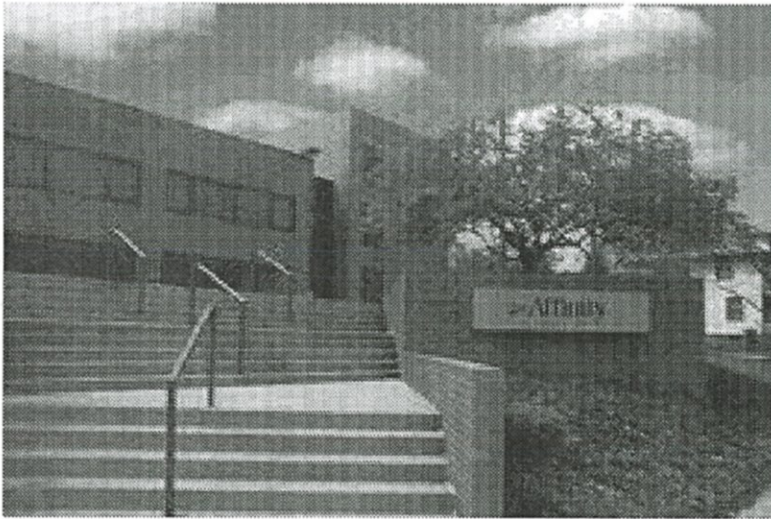
- ☒ Identified, but not offered in evidence;
☐ Identified, received, but withdrawn from evidence;
☐ No duplicate was furnished to the Reporter;
☐ Withdrawn by _____
in order to make duplicate(s);
☐ Retained in the possession of _____

☐ Other _____

Signature of Presiding Official

Affinity Medical Center Project Conversion Cutover Plan

Affinity Medical Center in Massillon, Ohio



Affinity Medical Center

Marylee Newman/Project Manager

Grant Cansler/EL Cerner

Community Health Systems

Project Cutover Plan

Go-Live June 22, 2013

**Affinity Medical Center
Cutover Tasks & Responsibilities
Go-Live 06/22/2013**

DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
Times As Needed	Times As Needed			

Affinity Medical Center
Project Cutover Tasks
By Department/Area(s)

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Cutover Tasks & Responsibilities
Go-Live 06/22/2013**

DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
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General Information				
Category	Resource	Pre Go-Live Check List Details	Comments	Date Complete
Command Center	Marylee Newman	Project Manager – 719-201-0109		
	Grant Cansler	Cerner Engagement Leader – 81-260-2837		
	Location	Command Center – 4th Floor Conference Room Help Desk – 14 th floor Conference Room Hours: 24/hours June 22 – July 6 th		
	Food/Beverages	6:00a (Coffee, Juice, Water, & Fresh Fruit) <ul style="list-style-type: none"> • Saturday Jun 22 • Sunday Jun 22 • Monday Jun 24 3:00p (Water, Snacks & Cookies) <ul style="list-style-type: none"> • Saturday Jun 22 • Sunday Jun 22 • Monday Jun 24 6:00a (Coffee, Juice, & Water) <ul style="list-style-type: none"> • Tuesday Jun 25 • Wednesday Jun 26 • Thursday Jun 27 • Friday Jun 28. 3:00p (Water & Cookies) <ul style="list-style-type: none"> • Tuesday Jun 25 • Wednesday Jun 26 • Thursday Jun 27 • Friday Jun 28. 	All meals (Breakfast, Lunch, & Dinner) should be taken in the Cafeteria NOTE: No one should leave the Campus on Monday for meals	
	Radios	Radios will be made available and assigned at the beginning of each shift		
Help Desk	Extension: x	Help Desk Number will be assigned and distributed to all Departments and label placed on every workstations	Deployment Team and Local/IT to assist	
Category	Resource	Pre Go-Live Check List Details	Comments	Date Complete

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Go-Live 06/22/2013**

DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
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Contact Info	Call List	Go-Live Staffing Directory provided in hardcopy to the Help Desk and eCopy available upon request	Marylee Newman & Grant Cansler	
Security	Staffing	Additional Security at _____	_____	
Dress Code	All	Business Casual, Scrubs, Tennis Shoes: ****No Jeans allowed****		
Physician Communication	Luanne Heddleston			
Patient Communication	Nurse Assigned to Each Patient			
Downtime	Command Center	Downtime begins at 10:00p		
Charge Capture	Each Department			
Inpatient Registration Down Time	ALL	During this period ALL inpatient registrations will follow DOWNTIME procedures ER has been asked to hold admits, if feasible, during this time		
Midnight Meds	Nursing	Pull all meds ordered for midnight administration; administer meds beginning at 23:30		
Census	Nursing	All nursing units are to print a current unit census for their unit; fax to main admitting at 330-830-6997 Perform "warm bed count" against census (keep this document for comparison to post conversion reconciliation) Notify Vicki Forchione of any new admits between 2300 and 2359 at ext. 4790 or via fax at 330-830-6997		
Emergency Surgeries		House Supervisor to notify Vicki Forchione in admitting of ANY cases requiring emergent surgical intervention between 2315 through completion of inpatient registration	All cases requiring surgical intervention during this time will be corrected/fixed post procedure.	
Order Entry	All	DO NOT ENTER any more orders into the system; follow downtime procedures until further notice	Begins 10:00p	
Category	Resource	Pre Go-Live Check List Details	Comments	Date Complete
Inpatient Discharging	All	Initiate DOWNTIME procedures for ALL services until further notice Patient Discharges initiated for all INPATIENTS (between 2330 and 2359)	Begins 10:00p	
Inpatient Re-	All	Patient re-admission initiated - new account	Will begin	

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Admission		number convention applies - short form registration to be utilized to expedite process AFTER 0000 ALL INPATIENT ACCOUNTS must have a V2 number; these exceptions are: ER, Observation, and Clinical Outpatients (CDU, Sleep lab, etc.) initiated prior to conversion.	following Directive from Business Office/Admissions that Census is Balanced	
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Patient Financial Services (HMS)				
Pre-Go Live Tasks				
5/1/13	5/25/13	Ensure all registration and business office staff is able to log into HMS.	McKenzie Hedges	
5/30/13		Contact PASI and notify to hold Bad Debt no later than 06/14/13	McKenzie Hedges/Lyn Jackson-Lutheran	
6/3/13	6/20/13	<i>UNBILLED REVIEW: Drop suspense days to 0. Gradually drop from hold day's 4/3/2/1 and continue the process of getting all unbilled accounts to 0. - Start 2 weeks prior to Go-Live</i> 6/3 - drop to 2 6/10 - drop to 1 6/19 - drop to 0 All payments cease as of 6/20/13	Vickie Forchione/Paul Sinkhorn Rose Stout McKenzie Hedges Leslie Russell Debbie Rowen	
6/6/13	6/15/13	Test all printers in registration / admission areas ensure that all areas have label	McKenzie Hedges Leslie Russell	
6/7/13	6/22/13	Review all Pre accounts to capture any payments posted to the Pre account. These will need to be posted as an admin adjustment to the new Pre Account in HMS. Note: Maintain a list of accounts.	McKenzie Hedges Leslie Russell Nick Johnson	
6/7/13	6/17/13	Contact Agencies to stop auto posting notify MDS and health logic. Contact Jim Clark at PASI and ask that no PASI remits be placed out for HCA to post • Lyn Jackson Statement files hold 6/17/13- Lyn Jackson	Vickie Forchione / Paul Sinkhorn Lyn Jackson Rose Stout McKenzie Hedges Leslie Russell	
6/07/13	6/22/13	Run a listing of all patients that have Time Payments set up in Star- Lyn Jackson	Vickie Forchione / Paul Sinkhorn Lyn Jackson Rose Stout McKenzie Hedges	

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Go-Live 06/22/2013**

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			Leslie Russell	
5/21/13	6/01/13	<p><i>Identify LATE CHARGE problem areas & implement a plan to get these charges turned in BEFORE cutoff</i></p> <p>Laura Fox/Mae Smith to attend Charge Recon Class</p> <p>Late Charges will be entered EOB 6/21/13</p> <p>Rose to follow-up with hold days and late charge dates</p>	Vickie Magurean Vickie Forchione/Paul Sinkhorn Rose Stout McKenzie Hedges Leslie Russell	
6/7/13	6/17/13	<p><i>Change in the Stat (Statement Master File) the C (Centralized Statement) to S (Short Form). This will create a file but will not let a statement go out to the patient.</i></p>	Lyn Jackson McKenzie Hedges	
6/19/13	6/21/13	<p>Clear patient files in live/production environment, ensure no patients were accidentally added to live, clear stats & room & bed file</p> <p>NOTE: These files are manually generated by the BO. Continue to Monitor</p>	Dustin Grant	
6/19/13	6/22/13	<p><i>Ensure ALL charges, payments and adjustments for active patients are keyed into Legacy System (prior to the bill being dropped) *****</i></p> <ul style="list-style-type: none"> ➤ Payments/Adj – last day to enter 6/19/13 ➤ Charges can be entered up to 6/21/13 (including late charges) ➤ Registration will start using new T Codes on 6/20/13 ➤ BO will start holding all cash on 6/20/13. Batches will be prepped not posted. <p>**Outpatients will be discharged from legacy system.</p>	Vickie Forchione / Lyn Jackson Rose Stout McKenzie Hedges Leslie Russell	
6/17/13	6/21/13	<p>Establish starting Patient Account Number, Medical Record Number, Guarantor Number and Industrial Number and enter them in the Billing Control Record Acquire HIM and BO Signoffs.</p> <p>NOTE: Include Screen Shots, HIM to sign off on the new numbers.</p>	Dustin Grant	
6/7/13	6/22/13	<p><i>Patient Registration Staff to Begin pre-registering patients in to the PROD library.</i></p> <p>6/8-6/9/13 – Backload weekend</p>	All Registration Staff & Scheduling	

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Go-Live 06/22/2013**

DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
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		Surgery Scheduling and Central Scheduling All Recurring outpatient areas Pre-reg and Registration areas **approx. 20 users**	Vickie Forchione Rose Stout McKenzie Hedges Leslie Russell	
TBD	TBD	Identify downtime procedures Train staff on downtime procedures	McKenzie Hedges-PFS	
6/17/13	6/21/13	Ensure all Registration and Business Office Staff have access to Cerner and validated Logon Access	McKenzie Hedges-PFS	
6/19/13	6/21/13	Discharge, diagnose & final bill ALL patients from the OLD system in line with the bill hold parameters. Bill hold days will be zero by the cut-off date. **Ensure that all recurring and Pre accounts have been d/c**	Jamika Duncan Registration Staff Vickie Forchione / Paul Sinkhorn / Lyn Jackson Rose Stout McKenzie Hedges Leslie Russell	
6/19/	6/30/13	Change Small balance w/o amount to 0.00 at the end of the month. Provide small balance report to Kim Dillingham		
		DAY BEFORE GO LIVE Ensure all previous tasks are complete		
6/20/13	6/22/13	Begin admitting INHOUSE patients at cutoff into the HMS LIVE libraryHOSPF057 (With CHS Patient Accounting Coordinator approval) Need FaceSheets from Legacy system showing demographic admission information for all in-house/unbilled accounts. <u>Start with ICU patients.</u> <u>Notify Pharmacy once ICU patients are admitted into HMS.</u> **All New 6/20/13 Registrations will need to be registered into HMS with correct time and date of service. Change auto date & time flag in Billing control record to 'No' during these registrations. **One straddle patient will be entered early morning then the interfaces are turned on and each application will verify the straddle patient. Once the verification process of the one straddle patient is complete then the staff will continue to enter the straddle patients. NOTE: START ON THE 20th. AT 3:00p	McKenzie Hedges Leslie Russell Vickie Forchione	

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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
6/3/13	6/21/13	Run recurring accounts report 6/3/13 ALL RCR accounts need to be d/c'd on 6/21/13 EOB	Lyn Jackson Debbie Colangelo	
6/21/13	6/21/13	<p>Print Nurses Station Census on HMS. Print labels for all In House patients. Distribute labels to nurse's stations at 10:00 PM. Have nurses re-armband ALL in house patients (new armbands contain Patient Account #)</p> <p>All clinical users on downtime procedures at 10:00 PM.</p> <p>staff to inform that the in-house patients will be re-armband.</p> <ul style="list-style-type: none"> ❖ Vickie Magurean to email this information? <p>**Clinical downtime procedures need to be defined.</p> <ul style="list-style-type: none"> ❖ Balance Straddle Patients ❖ Run Census Reports every hour and balance Legacy and HMS ❖ Warm Bed Count Teams for 6/21 Teams TBD (approx. 4 teams, 2 units per team) ❖ ER will begin registering patients in HMS at 9pm 	Vickie Forchione / Paul Sinkhorn Rose Stout McKenzie Hedges Leslie Russell	
6/21/13	6/22/13	Coordinate with IE Deployment to have Patient Labels loaded into Tray-2 during Downtime	McKenzie Hedges/Dave Noll	
6/21/13	6/21/13	<p>All activity stops in the old system at 10:00 pm. NO more Registrations, charge or cash entry should be keyed into the old system after this point.</p> <p>NOTE: 9pm Live in ER</p>	Mary Dexter/Debbie Colangelo/Lyn Jackson - Lutheran McKenzie Hedges Leslie Russell	
6/21/13	6/21/13	<p>New Admit, Discharge and Transfer report needs to be run manually each hour of the day. Confirm that all patients discharged through 10:00 pm 6/21/13 have been final billed from the old system as of MIDNIGHT 6/22/13</p> <ul style="list-style-type: none"> • Present verification reports to CHS coordinator. • Print real time census. 	Vickie Forchione / Paul Sinkhorn Rose Stout McKenzie Hedges Leslie Russell	

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6/21/13	6/21/13	All registration users will be on downtime procedures at 10:00 pm. Charts will be picked up from floors and ER. <u>HIM will complete coding medical records by 11:45 pm.</u> IS will lockout all users from old system at 10 pm.	Mary Dexter/Debbie Colangelo Vickie Forchione / Paul Sinkhorn Rose Stout McKenzie Hedges Leslie Russell	
6/21/13	6/21/13	Print Face Sheets and labels from HMS Face Sheets/Labels ordered for Go-Live Team to help organize by Nurses Stations	McKenzie Hedges Leslie Russell Siobhan Berresford	
GO LIVE on HMS				
6/21/13	6/21/13	Command Center (CC) 4 th Floor training room Star, HMS and Printer Name P1513XXXX . CFO On Site for Straddle Patient Signoff CC is central location for pickup/drop-off R&B Warm Bed Count with Signoff. NOTE: CONFIRM COMMAND CENTER LOCATION. CONFIRM WITH Mary Dexter/Debbie Colangelo/IT THAT EVERYONE IS ON VIEW ONLY, EXCEPT BOD, PAD AND REG CLERKS FOR GO LIVE. LIST FROM HIM NEEDS ACCESS.		
6/22/13	6/22/13	Print UB for all Straddle Patients Run Straddle Charge Script; 6 am for Allen Atkinson/CHS Create Straddle Patient Crosswalk. NOTE: IT Department will supply detailed charge files through 10:00 pm to CHS programming for CURRENT INPATIENTS. (straddle patients) <i>***This file will be uploaded into HMS in lieu of keying balance forwards into HMS; if they are unable to produce a file, charges (balance forwards) will be keyed on all inpatients. Also need UBs by rev code category for current inpatients.</i> Report format for -Eric R.	Lyn Jackson - Lutheran Vickie Forchione	
6/22/13	6/22/13	Provide the following AR & Bad Debt reports to CHS Conversion Coordinator: <ul style="list-style-type: none"> Detailed AR Aging Report 	McKenzie Hedges Leslie Russell Allen Atkinson	

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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
		<ul style="list-style-type: none"> Total AR Report to include # of AR accounts Total Bad Debt report to include # of Bad Debt accounts Report showing the General Ledger & AR account balance Unbilled Reports showing ZERO unbilled accounts – Inpatients and Outpatients Billed claims report must be zero as well Midnight Final Census off OLD system showing ALL in-house patients Failed Claims report (unbilled Billing edits) required to be zero at conversion/ rpt. # FCR250A / Lyn Jackson <p>**All patients will be discharged 6/22/13 from Legacy</p>	Lyn Jackson Debbie Colangelo	
6/21/13	6/22/13	Monitor Cash posting on previous accounts to ensure its posted to Legacy System Cash to straddle identified and posted as adjustments during straddle balancing.	Dustin Grant Lyn Jackson McKenzie Hedges Leslie Russell	
6/21/13	6/22/13	Discharge all Straddle Patients from Legacy System to ensure no room and bed charges are posted. Provide a Census from the Legacy system to support this was completed. **If for any reason a patient is missed from being discharged in the Legacy Host system and room and bed charges are posted after the go live date, these charges would need to be credited from the Star PA account.	Lyn Jackson Siobhan Berresford Cindy Wallick Vickie Forchione	
6/21/13	6/21/13	Discharge patients in Legacy w/discharge date of 6/21/13. Provide report with zero census from Star.	Lyn Jackson Siobhan Berresford	
6/22/13	6/22/13	Review the straddle patients for payments; if a payment is posted to a straddle patient then the payment will need to be posted in HMS	Lyn Jackson Vickie Forchione Siobhan Berresford McKenzie Hedges	
6/21/13	6/21/13	D/C Industrial Accounts in legacy system Enter all Industrial Billing Accounts in to the LIVE library. ** Industrial Accounts need to be built in the production environment.	Vickie Forchione Siobhan Berresford Lyn Jackson Leslie Russell McKenzie Hedges	

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6/01/13	6/03/13	Review all inpatient accounts for 72 hour rule in legacy system.	Lyn Jackson-Lutheran	
6/22/13	6/22/13	Cancel all reoccurring charges NOTE: Validate by Facility- recurring accounts will be in production as of backload 6/8-6/9/13	Vickie Forchione Siobhan Berresford	
6/24/13	6/24/13	Day end error review w/CFO. MONDAY AFTER GO LIVE.	Vickie Magurean Dustin Grant McKenzie Hedges	
		PFS Go-Live Complete		

		Patient Charge Services (HMS/Cerner)		
6/3/13	6/14/13	Develop plan for auditing charges at conversion		
6/21/13	6/22/13	Verify depts have posted all outstanding charge only items (not order driven) in legacy system per prep meeting decision	Cerner	
6/17/13	6/20/13	Verify Charge Services Ops Jobs are running and printing if appropriate	Cerner	
6/17/13	6/20/13	Turn off printing within other domains (CERT/TRAIN) or switch to different printers	Cerner	
6/17/13	6/20/13	Check the setup of Charge Services Server Settings (instances, log levels, properties, etc)	Cerner	
6/17/13	6/20/13	If not Profit: Verify Billing interface is connected and running	Cerner	
6/20/13	6/28/13	Assist users with logging into PROD and Appbar Setup per department prep meeting decision	Cerner	
		Patient Charge Services Go-Live		
6/20/13	6/28/13	Monitor Charge Service OPS jobs	Cerner	

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6/20/13	6/28/13	Monitor Charge Services Servers	Cerner	
6/28/13	7/3/13	Final knowledge transfer to client	Cerner	
6/28/13	7/3/13	Monitor Charge Service OPS jobs	Local/IT	
6/28/13	7/3/13	Monitor Charge Services Servers	Local/IT	
6/28/13	7/3/13	Identify areas for process improvement	Local/IT	
6/28/13	7/3/13	Periodically update content	Local/IT	
6/28/13	7/3/13	Review Cerner.com for Service Pack Updates	Local/IT	
		Patient Charge Services Go-Live Complete		

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		Auto-Faxing (Cerner/RRD)		
6/10/13	6/21/13	Validate hardware setup complete Communications with Cerner Solutions Confirmed	Cerner	
6/14/13	6/17/13	Validate Physician Fax Data File verified and loaded	Cerner	
6/10/13	6/21/13	Validate Fax Lines connected with dial tones Confirm Touch Tone vs Rotary	Cerner	
6/19/13	6/19/13	Run fax test following completing of Straddle Patient registrations.	Cerner	
		Auto-Faxing Go-Live		
6/20/13	6/28/13	Monitor Fax queues daily	Cerner	
		Auto-Faxing Go-Live Complete		

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Central Scheduling (Cerner)				
6/10/13	6/21/13	Verify Cerner application on user workstations		
6/8/13	6/21/13	<i>All future patient appointments from existing System need to be transferred into HMS via manual entry. (Hospital service codes must be set to 'NO' because it affects REG/ADMITS) Dependent on the MPI load. Future appointments will be loaded as soon as the MPI is ready.</i>		
6/10/13	6/21/13	Training and Training Refresher		
6/20/13	6/21/13	Verification and Printing of all Schedules by user in departments from legacy and Cerner – from Go Live date forward		
Scheduling Go-Live				
6/21/13	6/28/13	Onsite Go-Live Support		
Central Scheduling Go-Live Complete				

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HIIM (HMS & Cerner)				
GENERAL				
5/20/13	5/25/13	Validate user profile setup and ensure that users have access to the appropriate printers and abstracting functionality from HMS.		
5/28/13	5/31/13	Verify that DRG weights and rates for all Medicare Payor Plans have been loaded.		
5/28/13	5/31/13	Verify that DRG weights and rates for all Non-Medicare Payor Plans have been setup.		
5/20/13	5/28/13	Verify PC's & Printers for HIM are set-up properly.		
5/24/13	5/29/13	Communicate to Nursing Units to update patient labels.		
5/21/13	5/31/13	HIM will round floors every 2 hrs Friday to obtain all discharge records by 5pm Friday, 5/31. Brinda will email notice to departments.		
5/31/13	5/31/13	Place HMS identifier form on all Straddle patient folders on each Nursing Unit		
Pre-GO LIVE MPI				
5/08/13	5/11/13	Validate Go- Live MPI/Abstract File in Traincvr Library		
5/08/13	5/11/13	Forward MPI/Abstract Findings to CHS Programmer (Allen Atkinson)		
5/08/13	5/11/13	Respond to MPI/Abstract Findings		
5/08/13	5/11/13	Remediation & Re-validation of MPI/Abstract Corrections		
5/16/13	5/16/13	HIM Operations to approve Final MPI/Abstract		
5/16/13	5/16/13	Upload approved MPI into Production		
5/20/13	5/24/13	Cerner MPI Validation		
GO LIVE MPI				
6/02/13	6/02/13	CHS programmer generates data files		
6/02/13	6/05/13	CHS programmer sends Data files to CHS		
6/02/13	6/05/13	Convert MPI/Abstract and upload to Train CVT		
6/06/13	6/09/13	Validate MPI/Abstract		
6/06/13	6/09/13	MPI/Abstract findings forwarded to CHS Programmer		
6/06/13	6/09/13	Respond to MPI/Abstract Findings		

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6/06/13	6/09/13	Remediation & Re-validation of MPI/Abstract Corrections		
6/09/13	6/09/13	HIM Operations to approve final MPI/Abstract		
6/09/13	6/09/13	Upload approved MPI into Production		
6/10/13	6/12/13	Cerner MPI Validation		
6/10/13	6/12/13	Check MPI Service Codes		
CODING				
5/23/13	5/29/13	Validate access for remote coders to Cerner.		
5/20/13	5/29/13	Cerner Access for Remote & Contract Coders; define process for coders to include Coding Query, HMS Coding Summary Sheets.		
5/30/13	6/01/13	Shift Coverage for Coders: 4 Staff w/staggered work hours to cover both Inpatient, Outpatient & ER.		
5/30/13	5/31/13	All outpatients, Recurring outpatients, ERs, and Inpatients that have been discharged in the old system will need to be coded and abstracted in the old system by end of current month.		
5/31/13	6/01/13	All outpatients, ERs, and Inpatients that are admitted in HMS post 12:00am on first day of next month will need to be coded in HMS.		
5/30/13	5/31/13	If there are any accounts that can't be coded due to documentation or other various reasons, coders will need to use V72.9 as a temporary code in your OLD system and then manually correct once you are able to code. Code all incomplete medical records in order to drop a bill in your old system. If needed, correct manually once the medical record is completed.		
5/22/13	6/03/13	Ensure that 3M encoder setup is complete and interfaces with the HMS abstracting module. Verify encoder printer; verify remote coder access.		
6/01/13	6/01/13	Verify DRG weights are correct on discharge records.		
6/1/13	6/1/13	Recurring outpatient accounts		
DICTIONATION/TRANSCRIPTION				
5/30/13	5/31/13	Evaluate radiology images pending read; Rad Director will ensure all Radiology images are read by 6pm.		
5/31/13	5/31/13	Verify phone lines have been converted to mModal ext throughout hospital. Ensure all reports dictated 5/31 & before are transcribed and completed off old system.		
5/31/13	5/31/13	Cerner: Task Q Rules Turned On by Midnight		

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**Affinity Medical Center
Cutover Tasks & Responsibilities
Go-Live 06/22/2013**

DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
Times As Needed	Times As Needed			

5/31/13	5/31/13	Third party vendor interface readiness call at 10am.		
5/31/13	6/01/13	MR Conversion Activity		
5/20/13	5/31/13	Third party vendor review call at 10pm		
5/31/13	6/03/13	HIM Staff Coverage:		
		HIIM Go-Live Complete		

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Cutover Tasks & Responsibilities
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DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
Times As Needed	Times As Needed			

Scanning (Cerner/CPDI)				
GENERAL				
6/21/13	6/21/13	Validate Registration Scanners connected to workstations, application loaded and communicating with Scanner(s)	Lander Anderon	
/21/13	6/21/13	Validate HIIM/Medical Records Scanners connected to workstations, application loaded and communicating with Scanner(s)		
6/21/13 10:00p	6/21/13 10:00p	Go to Downtime Procedures		
6/21/13 10:00p	6/22/13 12:01a	Disconnect from Legacy Scanner(s) Connect Cerner Scanner(s); test communication and test scan document(s)		
Cerner/CPDI Systems LIVE				
6/01/13	6/01/13	Validate Straddle Patients access for attaching documents		
Cerner/CPFI Go-Live Complete				

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Times As Needed	Times As Needed			

Emergency Department (FirstNet)				
GENERAL				
6/7/13	6/7/13	Develop End User Cerner System Access Plan	Grant Cansler\CHS	
6/7/13	6/7/13	Verify that the desktop has been configured with the appropriate apps.	Dave Noll/Mary Dexter	
6/7/13	6/7/13	Determine how to get conversion night ER patients into Cerner. If that patient started out on paper or in another system prior to Cerner go live, should they continue this way?	Dave Noll/Mary Dexter	
6/7/13	6/7/13	Verify that the desktop has been configured with the appropriate apps, including FirstNet, for all PC's, Mobile Carts, and Tablets.	Dave Noll/Mary Dexter Client	
6/6/13	5/27/13	Test Plasma Screen to verify that it doesn't time out. Make sure it is set up as a Fat Client	Dave Noll/Mary Dexter	
6/21/13	6/21/13	Downtime on old legacy systems	Client	
6/21/13	6/21/13	Enter patient's that are in the Emergency Department into Cerner per Prep Meeting Decision	Client	
6/21/13	6/21/13	Match FirstNet to actual ED patients immediately prior to Go-Live Super users in the ED by 11:00 pm to prepare for Go-Live	Client	
6/21/13	6/21/13	Verify FirstNet Ops Jobs are set to the correct printer (if applicable) and are running.	Client & Cerner	
6/21/13	6/21/13	Verify WTS Location setup for ED PC's	Client	
6/21/13	6/21/13	Verify Workstation Location Is Set for all PC's in the ED	Cerner or Client	
6/21/13	6/21/13	Run Clinical Service Script to Update to Emergency Medicine for all ED Staff	Cerner	
6/21/13	6/21/13	Final check that all PC's are printing Patient Education, Prescription Writer and Charts to the appropriate printer.	Client & Cerner+I10	
6/21/13	6/21/13	Final Check that labels and demographic sheets are printing to the appropriate printer.	Client & Cerner	
6/21/13	6/21/13	Ensure FirstNet is cleared of old patients	Client	
6/21/13	6/21/13	Turn on the Admission rule a few hours before users come into the system	Cerner	
GO LIVE on FirstNet				
6/10/13	6/14/13	Assist users with logging into PROD	Client & Cerner	
6/22/13	6/22/13	Monitor FirstNet Ops Jobs	Client & Cerner	

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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
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6/22/13	6/22/13	Monitor FirstNet standard reports to ensure pulling correct information	Client & Cerner	
6/22/13	6/22/13	Monitor ED printer queues	Client & Cerner	
Emergency Department Go-Live Complete				

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Go-Live 06/22/2013**

DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
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Clinical Nursing (CareNet) (Nursing Units) & THERAPY DEPARTMENTS (RT, PT, OT, ST)				
6/10/13	6/10/13	End-users know where to go for information about the implementation.	Project Manager	
6/10/13	6/10/13	Communicate Go-Live procedures to End User Groups: when to begin using system, who to call for help, etc.	Project Manager	
6/10/13	6/10/13	Review Cut Over Task List	Project Manager	
6/10/13	6/14/13	Develop communication tools for downtime communication	Deployment Team Local/IT Nursing	
6/17/13	6/21/13	Review Reports and determine which ones need to be auto generated and which need to be demand, validate if any reports are not requested	Candace Jones / Greg Krantz	
6/10/13	6/14/13	Create schedule for Super User / Core Team support. The support list needs names and contact information i.e.: Beepers or phone numbers/extensions. Also include phone contacts for Lab and Radiology	Clinical Directors	
6/10/13	6/14/13	Identify the nursing resources who will be entering in the backload orders on by Usually 2 weeks prior.	Clinical Directors	
6/19/13	6/19/13	Verify all identified nursing employees have successfully completed the required training courses.	Clinical Directors	
6/19/13	6/19/13	Policies and procedures regarding use of the application and associated business processes have been established, reviewed, and approved.	Clinical Directors	
6/19/13	6/20/13	Review resource manual for units: Crosswalks, Lab, Rad, HMS, Acronym Tab, Workflow Changes, Phone List and Super User Schedule, Things to Know, Eforms, Support Numbers, Lab/Rad.	Clinical Directors	
6/19/13	6/20/13	Confirm that charge sheets are changed and distributed for ER, OR, OB (id any omitted departments)	Clinical Directors	
6/19/13	6/20/13	Identified Number will be in the command center and centralized space (NEED LOCATION) backload of order entry	Project Manager	
6/19/13	6/20/13	Identify the nursing resources who will be entering in the backload orders. Schedule meeting to discuss Roles & Responsibilities	Clinical Directors	

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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
6/19/13	6/20/13	Ensure all departments have downtime forms. Update Downtime Policy and Procedures	Clinical Directors	
6/20/13 9:00p	6/20/13 10:00p	Review open edit report for orders to determine estimated number of super users needed to complete backlog	Clinical Directors	
6/20/13	6/20/13	Validate tips of the day and include completion of orders	Clinical Directors	
6/20/13 6:00p	6/20/13 10:00p	Create and distribute Quick Reference books that contain Order Entry Manual, Super User list, Support numbers, HELP Desk number, Lab and Rad phone contacts for clarifying which order to use.	Cerner Clinical Directors	
6/20/13 8:00p	6/20/13 11:00p	Medical Records will be viewed by view only access PCI	Local/IT	
6/20/13	6/20/13	Print Kardex report/ Rounds Report (auto generated to nursing units)	Local/IT	
6/20/13	6/20/13	Pharmacy to provide identified controlled substances to lock boxes and complete handoff to charge nurses		
6/21/13 10:00p	6/20/13 10:00p	Go to downtime procedures for current and STAT orders at 10:00pm.	ALL	
6/21/13 11:00p	6/22/13 1:00a	Nurses apply label to armbands and re-armband ALL in house patients (label contains new Pt. Account #) ** DO NOT CUT OFF ANY BLOOD BAND or Star Bands** NOTE: CHS standard requires that two persons perform this at the bedside.	Nursing	
6/20/13	6/20/13	Distribute orders crosswalk to Lab and Radiology.	Deployment Team	
6/20/13 6:00p	6/20/13 10:00p	Ensure ALL charges, payments and adjustments for active patients are keyed into Meditech	Clinical Directors	
6/20/13 9:00p	6/20/13 11:00p	Began calling all changes in patient status (admit/discharge/room change to Registration	Nursing	
6/20/13 10:00p	6/21/13 12:01a	Begin Hourly Census Reconciliation	Operations	
6/20/13	6/20/13	Continue to enter stats and now orders until 10 PM	Nursing	
6/20/13 9:00a	6/20/13 11:00p	Educate patients regarding what to expect during the cut over process (re-banding of patients)	Nursing	
6/20/13 10:00p	6/20/13 11:00p	Admitting/Registration will print Nurses Station Census and patient labels from HMS for all in house patients. They will distribute labels and face sheets to nurse's stations. Print additional 2 sheets of patient labels with packets		

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Cutover Tasks & Responsibilities
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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
5/31/13	6/01/13	Complete Diet Census List by 2200 and Catering will come to units by 0600 to collect	Nursing	
5/31/13 10:00p	6/01/13 12:01a	Hold any new admission orders for downtime entry into new system (except stats and now's)	Nursing	
5/31/13 10:00p	5/31/13 10:00p	No Future Orders entered after this point (any order not completed by 10 PM)	Nursing	
5/31/13 10:00p	5/31/13 11:00p	Run Active Orders Report (Meditech) that will be used as a tool to place orders when Order Entry is available. (Both Clinical and OE)	Local/IT	
5/31/13 10:00p	5/31/13 11:00p	Pull a current census from Meditech in anticipation of warm bed count		
5/31/13 10:00p	5/31/13 11:00p	Print MARS for next day - Printed Central from pharmacy and held if needed in Pharmacy	Pharmacy	
5/31/13 11:30p	6/01/13 12:01a	Nursing to pull scheduled medications place in towers for all medications 12 MN till 0700	Nursing	
5/31/13 10:00p	6/01/13 12:01a	Frequently used PRN's (non controlled) will be located ????	Pharmacy	
5/31/13 11:00p	6/01/13 12:01a	A "Warm bed count" will occur by matching patients in a bed to the HMS Census Report.	Clinical Directors	
5/31/13 10:00p	6/01/13 12:01a	Pyxis to be on critical override from 10 PM till 12 MN then cabinetry Down	Pharmacy	
5/31/13 11:30p	6/01/13 12:01a	Admitting/Registration will verify that the Census is balanced.		
5/31/13 10:00p	5/31/13 10:00p	Pyxis Cabinetry Down	Pharmacy	
5/31/13 10:00p	6/01/13 12:01a	Pyxis out of service - call pharmacy for any additional needed medications until notified estimated time back in service is ID TIME	Pharmacy	
5/31/13 10:00p	6/01/13 12:01a	Pull any old label sheets and any sticker any blank forms (order sheets, progress notes etc with new label) ** Only those blank do not resticker current sheets**	Nursing	
6/01/13 12:01a	6/01/13 12:01	Registration confirms Census balanced in HMS and Cerner - All Systems LIVE		
All Clinical Areas GO LIVE				
6/01/13 12:01a	6/01/13	Load active orders on 5 in-house patients in CareNet	Nursing	
6/01/13 12:01a	6/01/13	Verify orders and documentation looks correct on the 5 in-house patients	Nursing	
6/01/13	6/01/13	Verify orders received across all clinical systems	Nursing	

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12:01a				
6/01/13 12:01a	6/01/13	Enter Downtime orders from 10 PM till system readiness - done by each receiving department	Nursing	
6/01/13 12:01a	6/01/13	Load active & recurring orders that were in Meditech prior to downtime. Backload for (Nursing unit?) should be first priority. *** Notify Lab once complete so that they can do the a.m. draws.	Nursing	
6/01/13 12:30a	6/01/13	Start entering orders: current and future labs, radiology, diets, RT, PT, OT, and other Ancillaries. Enter Recurring Orders.	Nursing	
6/01/13 12:30a	6/01/13	Enter any other orders that will facilitate continuity of care. (All active Nursing Orders)	Nursing	
6/01/13 12:30a	6/01/13	Enter Height, Weight, Allergies, medications and isolation status, and clinical history on all patients	Nursing	
6/01/13 2:00a	6/01/13	Pyxis cabinets to begin critical override by identified unit ED, etc. est. 0200	Pharmacy	
6/01/13 12:30a	6/01/13	Verify all Clinical Areas can reprint labels and census.	Deployment Teams	
6/01/13 12:30a	6/01/13	Cerner Available to end users	Cerner	
6/01/13 12:30a	6/01/13	Verify requisitions and labels are printing in departments	Deployment Teams	
6/01/13 12:30a	6/01/13	Verify Patients are crossing over to downstream applications from CareNet		
6/01/13 12:30a	6/01/13	Test all printers in each location	Deployment Teams	
6/01/13 12:30a	6/01/13	Emprint E Forms Available with account numbers - available all night with blank forms	Nursing	
6/01/13	6/01/13	MAR Instructions: Use 10 PM Meditech MARS for day one (6/01/13) No MARS printed from 10 PM to 7 AM, use handwritten MARS to be used from 10 PM to 7 AM for any new admits	Pharmacy	
6/01/13	6/01/13	Any new admit MAR's after 0700 will be provided by PharmNet	Pharmacy	
6/01/13 5:00a	6/01/13 5:00a	View rounding and the worklist reports after system live for on-coming shift	Nursing Clinical Directors	
Go Live Complete				

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DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
Times As Needed	Times As Needed			

Radiology (RadNet)				
		Validate MRN conversion complete and History moved to new Carestream PACs System		
		Validate PowerScribe 360 ready to receive new MRN sequencing		
		Verify WTS Location Working		
		Go to downtime procedures for current and stat orders. Run outstanding work report and charge any outstanding completed exams		
		3 rd . Party Vendor Interface Bridge-line Open		
		Hold all future orders to enter after go live		
		Obtain list of all re/occurring orders to be entered after Go/Live.		
		Validate Outstanding Order in Legacy System and enter in RadNet		
Go Live on Radiology after Census Confirmed				
		Start entering and completing orders into RadNet. (from downtime) Verify all data is posting in Carestream/PACs.		
		Verify requisitions are printing on Radiology designated printer(s)		
		Onsite Go/Live Support		
Radiology Go Live Complete				

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Times As Needed	Times As Needed			

Cath Lab (SurgiNet)				
5/31/13	5/31/13	Complete all prior exams, validate charges, and close cases	Department Staff	
5/31/13	5/31/13	Validate Supply Charges and Procedure Cross-Walk complete and converted to WITT		
5/31/13	5/31/13	Backload all future exams in SurgiNet Scheduling		
5/31/13	5/31/13	Go to downtime procedures		
5/31/13	5/31/13	3 rd . Party Vendor Interface Bridge-line Open		
5/31/13	5/31/13	Validate Interfaces		
Go Live				
6/01/13	6/01/13	Validate Tracking Board and Cases Pre-Scheduled	Cerner	
Cath Lab Go Live Complete				

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Laboratory (PathNet)				
5/13/13	6/10/13	Complete Quest Reference Lab build/Testing for Go-Live	Cerner/	
5/30/13	5/30/13	Run validation reports to verify all procedures are complete and have a valid charge master number attached	Cerner	
5/20/13	5/20/13	Develop super-user coverage schedule		
5/28/13	5/28/13	Run Outstanding Specimen Reports in Meditech for Lab, BBK and Micro to verify completion of tests in Meditech.	Lab Staff	
5/30/13	5/30/13	Educate Nursing staff on how to load labels in Clamshell printers	NOT LAB	
5/28/13	5/28/13	Validate Lab Zebra Printers & Blood Bank P-Tag printers have label stock	Cerner	
5/30/13	5/30/13	Run profiles on legacy system to obtain all active orders on patients for entry into Cerner	IT/Nursing	
5/31/13	5/31/13	Enter Legacy Open Orders on Cerner	Nursing	
5/30/13	5/30/13	Complete Blood Bank Validation Sign-Off		
5/31/12	5/31/12	Venipuncture expert rule changed to accommodate line draw's.	??	
Day/Night prior to GO Live				
5/31/13	5/31/13	Enter Blood and Blood Product inventory into Cerner per prep meeting decision.		
5/31/13	5/31/13	Dock all Glucometers into Meditech prior to Down-time		
5/31/13	5/31/13	Go to down-time procedures	Facility	
5/31/13	5/31/13	Switch out the Legacy Meditech label printers for the Cerner Zebra label printers. Verify label print.	IT	
5/31/13	5/31/13	Switch over Medical device interfaces from legacy system to Cerner per prep meeting decision. Test.	MDI	
5/31/13	5/31/13	Lab to keep a copy of test results to be re-entered after go-live into Cerner	Lab Staff	
5/31/13	5/31/13	Transfer lab interfaces to MIRTH/Cerner and verify they are up and running		
5/31/13	5/31/13	Modify PWeb settings for patient armband barcodes and re-dock all glucometers. Verify barcode scans.		

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6/1/13	6/01/13	Verify AP Ops Jobs are set to the correct printer and are running	Cerner	
GO LIVE				
6/01/13	6/01/13	Completing/Cancelling existing orders on the legacy system according to prep meeting decision	Janelle Gill and Lab Staff	
6/01/13	6/01/13	Lab to enter orders, collect and receive orders, and enter results from down-time to go-live, into PathNet	Lab Staff	
6/01/13	6/01/13	Verify labels are printing after Nursing enters orders		
6/01/13	6/01/13	Lab to collect & receive and enter specimen results on current orders into HMS. Verify results crossing to PathNet/PowerChart Verify that orders for Micro are going across to Phoenix	Lab Staff	
6/02/13	6/02/13	Print OE Edit posting control Report and review with Lab Managers for accuracy	Cerner	
6/02/13	6/02/13	Verify Scheduler set-up to print cumulative reports to HIM for discharged patients	Cerner	
6/03/13	6/03/13	Set Phoenix for bi-directional communication		
Laboratory Go Live Complete				

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Times As Needed	Times As Needed			

Interface Instruments & Monitors/Vents (Cerner/BMDI-MDI)				
GENERAL				
5/31/13	5/31/13	Validate Vendor participation/readiness for Lab Instruments, Blood Gas, Glucose, Monitors/Vents Instruments are ready for connectivity to Cerner	Cerner Lab/RT	
5/31/13	5/31/13	Complete all outstanding test results prior to downtime		
5/31/13 10:00p	5/31/13 10:00p	Downtime begins		
5/31/13 10:00p	6/01/13 12:01a	Disconnect from Legacy Solutions; begin connecting to Cerner; testing communications and coordinating ADT with Jason Pandya/Integration		
Lab Instruments & Monitor/Vents Systems LIVE				
6/01/13	6/01/13	Validate ADT, Orders, Results interface data crossing from HMS to MIRTH, and Cerner/ Millennium communications to instruments successful		
6/01/13	6/07/13	Provide Clinical support of setup and interaction of Monitor/Vents with Nursing and the patient(s)	Cerner Nursing	
6/01/13	6/07/13	Continue to monitor all interfaces	Vendor(s)	
Lab Instruments & Monitor/Vents Go-Live Complete				

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Times As Needed	Times As Needed			

Pharmacy (PharmNet)				
5/06/13	5/10/13	Validate Zebra and Laser Printers renamed and IP'd to CHS Standard Naming convention NOTE: Printers must be added to the Cerner Printer Workbook including the WTS Tab	Deployment Local/IT Cerner	
5/13/13	5/28/13	Test Print Routing of reports to Laser Jet Printers and Labels to the Zebra Large Printers NOTE: Check with Pharmacy that Labels have been ordered and received	Deployment Team Local/IT Cerner	
5/14/13	5/21/13	Verify that the desktop has been configured with the appropriate apps	Deployment Local/IT Cerner	
5/24/13	5/24/13	Configure and run the Meaningful Use Historical Load Ops Job in opsvIEWScheduler See details: https://connect.ucern.com/docs/DOC-102278	Core/Cerner	
5/31/13	5/31/13	Run Clinical Service Script to Update to Emergency Medicine for all ED Staff NOTE: Prior to back-loading Validate Fill Times	Cerner	
5/27/13	5/27/13	Review & Verify Pharmacy Ops Jobs are running and set at the correct time	Pharmacy	
5/27/13	5/27/13	Ensure Orders Outbound to Pyxis Interface setup to queue transactions NOTE: Pre-Pharmacy Orders Back-load	Pharmacy	
5/27/13	5/27/13	Pull Active Patient MARs/Profiles from Legacy System in preparation for back-loading	Pharmacy	
5/27/13	5/30/13	Back-loading active orders for all active in-house patients (DO NOT DISPENSE ANY DOSES) NOTE: Begin 1-day prior to Go-Live	Pharmacy	
5/27/13	5/30/17	Reconcile Legacy System MAR & source documents with Cerner paper MAR and Patient Medication Profile as each unit is completed	Pharmacy	
5/27/13	5/30/17	After Validation is complete Validate the fills are ready to run. After Back-loading has been completed NOTE: Post-Pharmacy Orders Back-Load	Pharmacy	
5/13/13	5/13/13	Confirm timing and resources for Pharmacy Back-loading	Carlie Philips/CHS	
5/13/13	5/13/13	Preplanning Meeting with department to discuss how to shut-down the Legacy System and start using Cerner (Orders, Charges,, Etc.)	Carlie Philips/CHS	

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5/13/13	5/13/13	Verify PCs have appropriate access to Cerner	Pharmacy	
5/13/13	5/13/13	Verify Label Printers are operational	Pharmacy	
5/13/13	5/13/13	Verify Laser Printers are operational	Pharmacy	
5/31/13	5/31/13	All Pyxis Devices Placed into Override	Pharmacy	
5/31/13	5/31/13	Pyxis Formulary Updated/Loaded based on Millennium Formulary Identifiers	Pharmacy Cerner	
5/31/13	5/31/13	Pyxis Pocket Load Message Sent into Millennium PharmNet	Pharmacy Cerner	
5/31/13	5/31/13	Validate Pocket Load Messages Successful	Pharmacy Cerner	
5/31/13	5/31/13	Audit for charged doses during Back-loading	Pharmacy	
5/31/13	5/31/13	Verify Printers Printing	Pharmacy	
5/31/13	5/31/13	Complete Charges/Credits in Classic PharmNet	Pharmacy	
5/31/13	5/31/13	Nursing to perform 'chart checks' against paper orders from physicians and if OK, nurse to perform 'Nurse Review' on orders pharmacy has Back-loaded. If there's a discrepancy with written orders and what is on the eMAR, nurse to perform Med Request function (see below) to indicate the MAR corrections. NOTE: right click on order (NOT TASKS, ORDERS) within eMAR and select MED REQUEST - provide description of written order vs what is on the eMAR	Pharmacy	
5/31/13 10:00p	5/31/13 11:00a	Turn on the Admission rule a few hours before users come into the systems	Cerner	
GO LIVE				
6/01/13	6/01/13	Nursing receives the OK to log in and double check eMAR in Cerner NOTE: Post Order Migration/Pocket Loads	Pharmacy	
6/01/13	6/01/13	Monitor PharmNet Ops Jobs	Pharmacy	
6/01/13	6/01/13	Monitor application UVOM, audits, census and new admits	Pharmacy	
6/01/13	6/01/13	Monitor Printer queues	Pharmacy	
6/01/13	6/01/13	Monitor Pyxis Error Report for Failed Transactions	Pharmacy	
6/01/13	6/01/13	Validate Downtime MAR is accessible (724)	Pharmacy Cerner	
6/01/13	6/01/13	Pyxis - Remove from Critical Override	Pharmacy	
6/01/13	6/01/13	Ensure charges are dropping on dispense from Pyxis	Pharmacy	
Pharmacy Go/Live Complete				

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**Affinity Medical Center
Cutover Tasks & Responsibilities
Go-Live 06/22/2013**

DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
Times As Needed	Times As Needed			

Surgical Services (SurgiNet)				
5/22/13	5/30/13	Determine process for loading future appointments and tracking the new appointments and changes that occur after scheduled appointment report is ran	Surgery	
5/22/13	5/30/13	Determine process for counting/identifying dept materials inventory and process for entering into Cerner.	Surgery	
5/22/13	5/30/13	Determine plan for completing bill only charges on legacy system at conversion.	Surgery	
5/22/13	5/30/13	Reapply all Default Schedule Templates	Surgery	
5/22/13	5/30/13	Run scheduled appointment report for appointment load	Surgery	
5/22/13	5/30/13	Verify failover Multum server is operational and failover process has been tested	Surgery	
5/22/13	5/30/13	Enter all surgery/endo cases into Cerner via scheduling appointment book	Surgery	
5/31/13	6/01/13	Are Pref Cards associated to all scheduled cases for next day - Run Case with no pref card report	Surgery	
5/31/13	6/01/13	Turn on Ops Jobs for Surgery and verify they are set to the correct printer 1. Pref Card Pick List Job 2. Print Schedule Job 3. Surgery Charges Job 4. Create Bill Items from Inventory Job	Cerner	
5/31/13	6/01/13	Input all new appointments and changes that occurred after scheduled appointment report was run	Surgery	
6/01/13	6/01/13	Conversion Prep Meeting with Super Users, Cerner Team, Client Team, etc to discuss issue tracking, help desk contact information, shift change procedures, etc.	Surgery	
6/01/13	6/01/13	Catch up on billing in the old system according to dept prep meeting decision	Surgery	
6/01/13	6/01/13	Verify WTS Location working	Surgery	
6/01/13	6/01/13	Verify Printers printing	Surgery	
6/01/13	6/01/13	Turn off printing within other domains (CERT/TRAIN) or switch to different printers	Cerner	
6/01/13	6/01/13	Check server settings (instances, log levels, properties, etc)	Cerner	
6/01/13	6/01/13	Assist users with logging into PROD and Appbar Setup	Cerner	
6/01/13	6/01/13	Monitor SurgiNet Ops Jobs	Surgery	

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			Cerner	
6/01/13	6/01/13	Monitor application queues, audits, journals, etc	Surgery Cerner	
6/01/13	6/01/13	Monitor printer queues	Surgery Cerner	
6/01/13	6/01/13	Monitor servers	Surgery Cerner	
6/01/13	6/07/13	Assist users with logging into PROD and Appbar Setup	Surgery Cerner	
6/01/13	6/07/13	Monitor SurgiNet Ops Jobs	Surgery Cerner	
6/01/13	6/07/13	Monitor application queues, audits, journals, etc	Surgery Cerner	
6/01/13	6/07/13	Monitor printer queues	Surgery Cerner	
6/01/13	6/07/13	Monitor servers	Surgery Cerner	
6/01/13	6/07/13	Final knowledge transfer to client	Cerner	
6/01/13	6/07/13	Monitor SurgiNet Ops Jobs	Surgery Cerner	
6/01/13	6/07/13	Monitor application queues, audits, journals, etc	Surgery Cerner	
6/01/13	6/07/13	Monitor printer queues	Surgery Cerner	
6/01/13	6/07/13	Monitor servers	Surgery Cerner	
6/01/13	6/07/13	Identify areas for process improvement	Surgery Cerner	
6/01/13	6/07/13	Review Cerner.com for Service Pack Updates	Surgery Cerner	
Surgery Go/Live Complete				

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Information Technology				
5/31/13	6/01/13	Update Alias Pool start sequence number	Local/IT	
5/31/13	6/01/13	Check PPR Expire Ops Job	Local/IT	
5/31/13	6/01/13	Check Auto Discharge Ops Job	Local/IT	
5/31/13	6/01/13	Check Meaningful Use Daily Ops Job	Cerner	
5/31/13	6/01/13	Run Position Switch Script	Cerner	
5/31/13	6/01/13	Cycle Server 352	Cerner	
6/01/13	6/07/13	Check PPR Expire Ops Job	Local/IT Cerner	
6/01/13	6/07/13	Check Auto Discharge Ops Job	Local/IT Cerner	
6/01/13	6/07/13	Check Meaningful Use Daily Ops Job	Cerner	
6/01/13	6/07/13	Monitor Manage Match Queue to ensure that it is populating correctly	Local/IT Cerner	
6/01/13	6/07/13	Monitor Unauthenticated Data reports in Bedrock: Unauthenticated Organizations, Unauthenticated Physicians, Unauthenticated Code Values, Unauthenticated Health Plans, and Unauthenticated Encounters. Monitor unauthenticated locations via location.exe Monitor unauthenticated event codes posting to Other Documents and Other Results folders in Coreeventmanager.exe	Local/IT Cerner	
6/01/13	6/07/13	Final knowledge transfer to client	Cerner	
6/01/13	6/07/13	Check PPR Expire Ops Job	Local/IT	
6/01/13	6/07/13	Check Auto Discharge Ops Job	Local/IT	
6/01/13	6/07/13	Check Meaningful Use Daily Ops Job	Cerner	
6/01/13	6/07/13	Monitor Manage Match Queue to ensure that it is populating correctly	Local/IT Cerner	

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DATE START	DATE FINISH	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
Times As Needed	Times As Needed			

6/01/13	6/07/13	<p>Monitor Unauthenticated Data reports in Bedrock: Unauthenticated Organizations, Unauthenticated Physicians, Unauthenticated Code Values, Unauthenticated Health Plans, and Unauthenticated Encounters.</p> <p>Monitor unauthenticated locations via location.exe</p> <p>Monitor unauthenticated event codes posting to Other Documents and Other Results folders in Coreeventmanager.exe</p>	Local/IT Cerner	
6/01/13	6/07/13	In Authview, if client decided to disable accounts after three log-ins, turn this on one month post go live.	Local/IT	

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Integration Services (MIRTH)				
Start Date/Time (CDT) Nashville, TN	Start Date/Time (CDT) Tomball, TX	Task Description	Resource Responsible	Comments
	28-May-2013 (Thu) 1:00 PM	Dustin Grant will notify Ricardo when the MPI conversion is complete and data has been validated.	Dustin Grant (IS Deployment - HIM/PFS Team Lead)	This step must be complete before the next step can begin.
28-May-2013 (Thu) 1:00 PM	28-May-2013 (Thu) 1:00 PM	Conference Bridge call begins 1-888-757-2790 Participant Passcode: 419619	Jason Pandya(Integration Analyst), Renee Rachell (Integration Engineer), David Ramoley (Cerner Integration Architect), Dustin Grant (IS Deployment - HIM/PFS Team Lead)	Will take place after backload complete
		Verify 1 to 2 patients cross the interface	Jason Pandya(Integration Analyst), David Ramoley (Cerner Integration Architect), Dustin Grant (IS Deployment - HIM/PFS Team Lead)	Perform Bi-Directional ADT Validation from Cerner(Scheduling) and HMS

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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
8-June-2013 (Sat) 11:00 AM	21-June-2013 (Fri) 11:00 AM	Backload begins (pre-admits/scheduling)	Dustin Grant (IS Deployment - HIM/PFS Team Lead)	
10-June 2013 (Mon) 3:00 PM	10-June2013 (Mon) 3:00 PM	Conference Bridge call begins 1-888-757-2790 Participant Passcode: 419619	ALL 3rd party Vendor assets assigned to cut-over	Review activation plan with all vendors
11-June 2013 (Tue) 1:00 PM	11-June2013 (Tue) 1:00 PM	Emprint - HMS Prod ADT	Renee Rachell /Jimmy Johnson	
21-June 2013 (Fri) 10:00 AM	21-June 2013 (Fri) 10:00 AM	Conference Bridge call begins 1-888-757-2790 Participant Passcode: 419619	All vendors / CHS resources	Overview of activation plan, Q&A, ensure all parties are on call, review of system prep time, communication of contact info for all vendors.
		HMS Prod - ADT & DFT (live)		
		Mirth analyst turns on demographics for all NEW interfaces.	Renee Rachell /Jimmy Johnson	These interfaces stay on throughout the rest of the day.
		ACUO (ADT only)	Justin Grimes	
		Houston Northwest Radiology Association (ADT, RAD ORU only)	Dennis Loucks	
		ReDoc (ADT, DFT)	Casey Glosson	
		M*Modal (ADT only)	Poonam Bapat	
		Vendors verify first straddle patient received from Mirth engine.	All vendors / CHS resources	

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DATE START Times As Needed	DATE FINISH Times As Needed	TASK	RESPONSIBLE PERSON(S)	DATE COMPLETED
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21-June 2013 (Fri) 10:00 PM	21-June 2013 (Fri) 10:00 PM	Conference Bridge call begins 1-888-757-2790 Participant Passcode: 419619	All vendor / CHS resources	
		Begin downtime procedures - Confirmation that all LEGACY systems are down.	Larry Gold	
		Turn off/disable Star production interfaces where appropriate Turn off/disable Test Interfaces where appropriate Confirm all new production interfaces up and waiting.	Vendors / CHS and Cerner Interface Teams - Mercedes Summer (turn off ALL Meditech interfaces)	
		LEGACY applications begin downtime processing to prep systems for cut over to new environment. Begin any MRN conversions.	All vendors	
		AHIQA (ADT only)	Richard Lopez	
		Bedwatch - (ADT ONLY)need Room and Bed file crosswalk	Stephen Cohorn	
		Carestream PACS (ADT, ORM, ORU) MRN conversion required, Orders locations file	Kerwin Allim	
		Endosoft (ADT only) - MRN conversion required	Jayesh Kannan	

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		Epiphany - CardioServer (ORM inbound, ORU outbound) Configuration updates required for future state MRN conversion required, physician crosswalk	Victor Villafana, James Hall	
		GE Dash (ADT Only)	Martin Rodriguez	
		Healthware (ADT only)	Jay Kunwar	
		Powerscribe 360 (ADT, ORM, ORU) MRN conversion needed, physician crosswalk	Jonathan Tsairis	
		Elketa Mosaiq (ADT, DFT) Configuration updates required for future state Manual MRN updates of inhouse patients	Tam DeFord	
		MediClick (MFN) - Already live	Carl Fields	
		Carefusion - Pyxis (RDE inbound, ADT inbound, DFT outbound, ZPM in/outbound, MFN inbound) - Parallel bridge needed MRN Conversion, Formulary crosswalk MPI conversion process to be determined	Garry Smith Roger Stewart	

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		M*Modal (ORM, ORU)	Brian Goad Joel Arandia Randy Channell	
		MRS - MRS (ADT, ORM) Location file	Don Valdez	
		ReDoc (DFT) - Move them at 10:00am call	Casey Glosson	
		Siemens Syngo (ORU only) - MRN conversion required	Bobbie Malcolm	
		Phillips Witt (ADT, DFT) MRN conversion required and upload new CDM	Dan Gillette	
22-June- 2013 (Sat) 4:00 AM	22-June- 2013 (Sat) 4:00 AM	Notification of GO LIVE		
		ID issues; investigate / resolve issues	All	
		Communicate status		
		Review of issue resolution / escalation procedures / contacts for weekend		
22-June- 2013 (Sat) 8:00 AM	22-June- 2013 (Sat) 8:00 AM	Post go-live activity		

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28-June-2013 (Sun) 10:00 AM	28-June-2013 (Mon) 10:00 AM	Post Live integration connectivity	Jason Pandya	
		GE Centricity (ADT Only)	Go live June 11th	
		Medicity	Doug Arenet	Date and time TBD
		Omnicell (Pharmacy Application)		Date and time TBD

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Message

From: Dexter, Mary [/O=CHS EXCHANGE/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=MADEXTERE6C]
Sent: 5/2/2014 11:50:43 AM
To: Osterman, William [william.osterman@affinitymedicalcenter.com]
CC: Colangelo, Deborah [debbie.colangelo@affinitymedicalcenter.com]; Boyle, Angela [angie_boyle@chs.net]
Subject: FW: Training materials
Attachments: CPOE PowerPlan Training Guide (Nursing).docx; CPOE_Tips_and_Tricks.docx; R2_Physician_Advanced_CPOE_Agenda.doc

Angie Boyle wanted to know what kind of work flow changes CPOE would do to the nursing staff. Here's a copy of the training materials from Vicksburg. Hopefully this will give us an idea.

From: Kinder, Dan
Sent: Friday, May 02, 2014 10:04 AM
To: Dexter, Mary
Subject: FW: Training materials

Here you go!

Upcoming Out of Office Dates: June 5th – 10th

Dan Kinder, PMP

Deployment Services Tier 2 Project Manager for HMS/Cerner Conversions | Community Health Systems | 4000 Meridian Blvd | Franklin, TN 37067 | Cell: 719-466-7069 | <http://www.chs.net>

From: Evans, Joe [mailto:Joe.Evans@Cerner.com]
Sent: Wednesday, April 02, 2014 3:38 PM
To: Kinder, Dan
Subject: RE: Training materials

Here you go. Attached is all the materials that were given for nurse/physician training. Additionally the nurses were also given the checklists.
-Joe

From: Kinder, Dan [mailto:Dan_Kinder@chs.net]
Sent: Wednesday, April 02, 2014 2:52 PM
To: Evans, Joe
Cc: Turkal, Paul
Subject: Training materials

Joe,

Can you please send me the training materials that were used for nursing and physician training. Any agendas and planning materials will be helpful.

421

Thank you,

Dan Kinder, PMP

Deployment Services Tier 2 Project Manager for HMS/Cerner Conversions | Community Health Systems | 4000 Meridian Blvd | Franklin, TN 37067 | Cell: 719-466-7069 | <http://www.chs.net>

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